

The Town of Sandisfield is seeking applicants for the position of part time Administrative Assistant (AA) to the Finance Committee.

The primary duties will involve assisting the Town Finance Committee by attending meetings, writing and distributing meeting agendas and meeting minutes and posting them to the Town Web site, and performing other administrative duties as may be required.

In addition, should the Committee have questions regarding budgets, the AA may be asked to provide additional data by performing appropriate research.

Meetings are typically held on Saturday mornings and Wednesday evenings and may be twice monthly during budget season (typically February through May) and less frequent during the remainder of the year.

A working knowledge and familiarity of Microsoft Word and Excel and use of their own computer are required.

The position is for approximately 10-20 hours per month and possibly more during budget season, but always less than 20 hours per week. Pay is negotiable based upon qualifications and other factors.

**CONTACT:** If you have questions, email: [FinanceCommittee@sandisfieldma.gov](mailto:FinanceCommittee@sandisfieldma.gov)

**APPLY:** If interested, submit your resume or Town Employment application to:

**Town Manager, P. O. Box 90, 66 Sandisfield Rd., Sandisfield, MA 01255**

**Email:** [townmanager@sandisfieldma.gov](mailto:townmanager@sandisfieldma.gov)